

**BWVC Regular Meeting
7:30 PM at the BWVC
Monday, July 15, 2019**

Attendance: Maria Burslem, Pam Cohen, Denis O'Regan, Shari Phalen, Toby Ridings, Debbie Sheiker, Mary Young.

Visitors: Dave Claney

Proposed Agenda: Reviewed and approved.

Minutes: July minutes accepted, with the exception of the Chairperson's report which is to be provided after this meeting via email.

Building Managers Report: *See attached building manager's report from Pam. Here is a brief recap of items discussed:*

- Jeremy Sheiker has started his position.
- Chair carts have been delivered. Pam will examine and report back to the committee on her findings.

Chairpersons Report: *Denis to provide report. Here is a brief recap of items discussed:*

- Denis has asked Jeremy for a price on demo'ing a section of the ceiling to evaluate the leak and associated repair options. The price has not yet been received. An emergency committee meeting could be called to review and approve, as needed. A certificate of insurance would be required.

Program Report: *See attached program report from Toby.*

- Coffee House and Art on the Town are on a break for the summer.
- Toby has received a draft application from Bernadette for the Art on the Town participants. This was passed around to the committee for review.
- The Mobility sessions have come back to the Buzz early.
- Yoga has resumed at the Buzz.
- Arden Bookies bookclub will be meeting at the Buzz the first Monday of each month.
- ACRA Teens are meeting on Thursdays from 2 to 4. Pam to clarify if this schedule will be moving to Sundays in the fall.
- ACRA program will end on 7/27/19.
- PPP
 - Vendor Directory in process. Toby shared a version from last year with the committee.
 - Randy Hoopes will coordinate volunteer participants and will send scripts to all volunteers in advance, including information on the increased \$2 admission.
 - Volunteers will be solicited from the Arden Bookies. Betty can coordinate email addresses.
 - Kids 10 and under will be free; volunteers will also be free. Children must be accompanied by an adult.
 - The Facebook page has been posted on the BWVC website the Village Page, etc.
 - There will be 9 brand new vendors this year.

- Cake booth – Awakened Heart would like to manage that this year. 30% of the net profit will be donated to the Buzz. A 10x10 tent/booth will be used. The committee approves this concept, as long as all of the pertinent information on the booth and procedures are shared with Awakened Heart.
- Balloons – there is a helium shortage that could be an issue with balloon sales this year. These have always been purchased inflated in the past. This year the Dollar Store (past vendor) wishes to provide a tank and have the balloons blown up on site. Fulton Paper was suggested as an alternative. Toby to check price and explore other options.
- Shari has 5 volunteers for decorating the BWVC so far. Emails are out to solicit more.
- Friday afternoon the tents and banners will be set up.
- Need to confirm the number and condition of the wizard suits.

Old Business

- Storage – Mary has completed a site survey to create a scaled plan and recommendations for back storage maximization. This project will not be addressed until after the fair, but Mary and Denis will meet to review ideas.
- SOP's – Denis posted an update on the SOP binder regarding Deer Park water. He reminded everyone to review and add to the SOP documents online so that we have a complete document outlining all BWVC procedures.
- It was agreed that all keys to the building should be collected from ACRA after the conclusion of this year's season. It may be a good idea to re-key the entries or at least inventory the number of keys.
 - Dave Claney indicated that the back door needs to be repaired before any re-keying can take place.
 - Denis agreed to have it professionally fixed.
 - After that repair, it was agreed to re-key the front door.
- A/C in Room 4 is not operating correctly. Denis has asked Pam to address as an action item.
- The ceiling fan in Room 4 also needs to be evaluated for function and replaced as needed. The committee agreed.
- Toilets – Denis to have the distributor's rep come in and evaluate the new toilets for performance prior to fair day. Pam is to coordinate.
- Defibrillator – Denis has asked Pam to address this before the fair.

New Business

- The committee approved a replacement for Patrick. An interview was conducted and it was felt that Jeremy Sheiker has all of the required qualifications. The committee agreed to offer Jeremy the position.
- The committee unanimously approved a \$1/hour raise for Dave Claney.

Motion to adjourn 8:30 PM.

Respectfully,

Mary Young, BWVC Secretary

Buzz Manager's Report July 15, 2019

Jeremy Sheiker has accepted the position and his date of hire was Monday, July 1, 2019. All employment paperwork has been signed and given to Jeff Politis. Please welcome Jeremy!!

Carts for chairs have been delivered. When ACRA is over we will discuss where they are to be stored when not in use.

Rosenthau (the company that we use for supplies ie: trash bags, paper towel, etc.) now has my name as people approved for ordering supplies.

David Michelson has given me the information to order Deer Park water. He said he put in the Binder on the website. I will give info, if needed but otherwise it will be myself placing orders for water.

Pending: Had 3 submissions through the website but after 2 emails and phone calls, did not hear from them until last night. One has canceled the venue. One is booked tentatively for 9.10 at 7:00p. Starting as a one time class but then most likely going into a series. The other one has not let me know date yet but will want to do a series in room 4 for art class. It's a group of people that took art lessons together and want to keep going without an instructor. Should hear after he speaks with the other students.

Community Meetings/Events:

Board of Assessors meeting scheduled for July. Ad Hoc meeting included for Sunday 6.14.19 at 3:30p.

ACRA set up Teen's group on Thursdays from 2-4 and also for the last Friday before ACRA finishes.

Arden singers set up auditions for 8.21 & 8.22

Strength and Mobility moved back to the Buzz on Tuesday 7.9.19. Didn't really say why other than the heat.

Walk thru with ACRA went well. No issues on either side.

Discussions:

1. Spoke with Larry Walker about the fridge problem. He has a friend that comes across them occasionally and asked that we be patient. I also placed on Ardenistas but no one responded. I'm going to take a pic this weekend and put in again. I may have a lead on one that would be perfect however it is a black no fingerprints one. Thoughts?

Operating issues- One of the ACRA kids threw a ball in room 2 and broke the fan blade. Jeremy is going to see if just the fan and part can be replaced. He and Denis discussed.

Solar Reading - 7/9/19 - 28762

I left a message for Claire Consavage regarding the incident but have not heard back. I did speak with Lisa who was there when it happened and no one was hurt so no incident report is needed.

See attached BWVC Managers Monthly Report Form

Thank you
Pam Cohen

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Top of the agenda: The BWVC Committee meeting is conducted in accordance with Delaware open Meetings laws, which assures that our citizens shall have the opportunity to observe the performance of public officials and to monitor the decisions that are made by such officials in formulating and executing public policy. This is a working meeting of the elected members of the committee.

There may be enough time during the “New Business” portion of our meeting to answer questions from other attendees. During all of the meeting, if employees of the Buzz have pertinent information that they wish to share, they may raise their hand to be recognize. At that time, the Chair may recognize them.

Chairperson’s Report

Storage Project – Shelves are not ordered. Rear closet does not have a final plan. Mary and Denis will try to meet in the first week of August.

Maintenance –

Fire Inspection – Status complete

Roof leak over stage - Jeremy Sheiker asked for estimate to remove ceiling materials for a better look at the roof from inside.

Rental on Sunday had games on the lawn.

Old Business

- Storage
- Meeting Notice posting and Meeting Minutes to website
- SOP
 - Review what’s posted
 - New topics
 - Assignments

7/15/19

BWVC PROGRAM REPORT BETWEEN: 6/17/19 – 7/15/19

Friday Night Programming:

Coffee House- On break till October.

Art Loop Arden- On Break till October.

On going monthly programming:

Mobility Class – Cecilia Vore, organizer, Tues. and Thursdays 2-3PM BWVC. Rm 1. Now back at the Buzz.

Art studio at the Buzz – Jeanne Orr, organizer. Monday nights. 7-9PM. Has become more popular and well attended.

Yoga – with Barb McAnany , 8:30 AM on Saturday mornings. Yoga has resumed at the Buzz.

Arden Bookies- Community book club. First Monday.

Interior Mural: Linda is looking into purchasing the mounting boards. Denis will need to have the frame ready because we won't have anywhere to store the large boards. Update attached. Denis will present a proposal for the carpentry.

PPP Fundraiser, August 31, 2019 : Vendor directory is process. Once complete it will be sent to Larry for publicizing on our website. We still need to do a careful inventory of wizard costumes, tents etc.. Another tent may need to be ordered. **Minutes provided** from the sub-committee meeting.

ACRA teen meeting on Sundays.

ACRA summer programming finishes on July 27th.

Community Event Requests: Could the **Ardensingers** use Rooms 1 and 2 for auditions in late August? We'd normally schedule auditions for the Gild Hall, but the Hall isn't really available in the weeks leading up to the Arden Fair. Here's what we were thinking: Weds. 8/29 and Thurs. 8/30 from 7 - 10pm. For auditions, we'd never have more than 10 - 12 people, so other rooms would work, if Rooms 1 and 2 aren't available. We would also consider other days of the week, or moving our auditions up to the previous week.

Respectfully submitted,
Toby Ridings

